# P-CARD APPLICATION USER MANUAL

REPORTS

INTRODUCTION

A variety of P-Card reports are available for managing your agency's P-Card transactions and payment process. Most of the reports can be selected by date range and a sort order can be selected that sorts the results in an order unique for the report.

Reports can be opened or saved as PDF, text (.txt), or comma separate value (.csv) files. (NOTE: Some file formats may have slightly different column headings due to the formatting of the particular file format.) Click here if you have problems opening a PDF report.

Different reports are available to different users. For example, some reports are available to P-Card administrators that are not available to approvers. These will be noted below.

Figure 1 - Available Reports
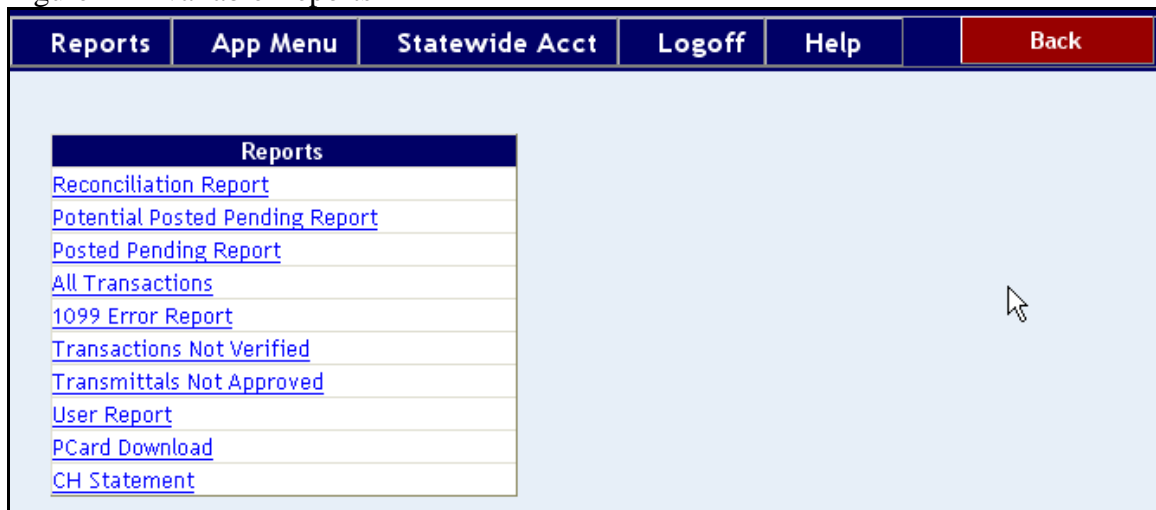
RECONCILIATION REPORT

This report is used to reconcile P-Card transactions with Wells Fargo statements in order to pay Wells Fargo. The reconciliation report shows transactions that have been sent to STARS. If not, whether they are going to be that day or not, the total will show up in the Potential column. It differs from the Potential Post Pending report in that the Potential Post Pending report ignores transactions that are approved.

Other columns in the report to note include:

- STARS column: This includes all transactions that were sent to STARS and that STARS sent back to P-Card.
- Potential Pending column: This includes all transactions that are processing (not verified or approved) or batched (approved and will go to STARS that night).

To generate a reconciliation report, select a date range and then select a file format.

Figure 2 - Reconciliation Report

Reconciliation Report   Agency: 200   Department of Administration

From: 07/01/2006   To: 08/31/2006

Fund Grant	STARS	P-Card	Potential Pending	Error
0001 - - -	$0.00	$821.97	$27.03	($821.97)
0125 - - -	$0.00	$198.96	$2,754.49	($198.96)
0365 - - -	$0.00	$1,256.56	$1,313.52	($1,256.56)
0450 - 22 - -	$0.00	$813.19	$0.00	($813.19)
0450 - 24 - -	$0.00	$2,117.19	$1,261.03	($2,117.19)
0450 - 25 - -	$0.00	$4.61	$0.00	($4.61)
0450 - 26 - -	$0.00	$0.00	$4,848.06	$0.00
0450 - 26 - 954JEF - 00	$0.00	$0.00	$262.17	$0.00
0450 - 26 - ANNEXB - 00	$0.00	$0.00	$314.76	$0.00
0450 - 26 - IABBLD - 00	$0.00	$0.00	$771.90	$0.00
0450 - 26 - IDFSOB - 00	$0.00	$0.00	$18.67	$0.00
0450 - 26 - JRWBLD - 00	$0.00	$0.00	$321.10	$0.00

POTENTIAL POSTED PENDING REPORT

This report identifies transactions that have been processed by Wells Fargo but not yet approved or verified in P-Card and not sent to STARS.

To generate a Potential Posted Pending Report, select a date range, criteria to sort the report by, and then select a file format. The sort criteria are:

• User Name	• TM #
• Posted Date	
• Trans Date	

Figure 3 - Potential Posted Pending

User	Ve	Lvl1	Lvl2	Appr	Posted Date	Trans Date	PCA	Index	TM#	Vendor	Tran Amt
Allen Arvilla	☑	☐	☐	☐	7/6/2006	7/5/2006	72001		26103	MAVERIK CNTRY STRE 231	$54.09
Allen Arvilla	☑	☐	☐	☐	7/7/2006	7/6/2006	71048		26105	VERIPACK.COM 800-388-4	$6.96
Allen Arvilla	☑	☐	☐	☐	7/7/2006	7/6/2006	21030		26105	VERIPACK.COM 800-388-4	$6.96
Allen Arvilla	☑	☐	☐	☐	7/7/2006	7/6/2006	31048		26105	VERIPACK.COM 800-388-4	$6.96
Allen Arvilla	☑	☐	☐	☐	7/12/2006	7/10/200	72001		26103	SHELL OIL 64569418058	$52.01
Allen Arvilla	☑	☐	☐	☐	7/12/2006	7/11/200	36081		0	TOM S GLASS WORKS 561	$80.00
Allen Arvilla	☑	☐	☐	☐	7/12/2006	7/11/200	36081		0	TOM S GLASS WORKS 561	$87.94

Potential Posted Pending Report — Agency: 320 — Department of Lands — Sort by: Name — From: 07/01/2006 To: 08/31/2006

POSTED PENDING REPORT

This report shows the transactions for which the P-Card administrator has executed posted pending process. These are transactions that will post to STARS but are not yet verified and or approved. They will post to STARS with the default coding. See the Posted Pending document for more information.

To generate Posted Pending Report, select a date range, criteria to sort the report by, and then select a file format. The sort criteria are:

- User Name
- Tran Date
- PCA
- IDX

- Post Date
- P/P Date
- Vendor
- Amount

Figure 4 - Posted Pending report

P-Card Posted Pending — Agency: 340 — Department of Parks and Recreation — Total: $10,954.85
SortBy: User — From: 07/01/2006 To: 07/06/2006

User Name / Vendor	Post Date / Tran Date	P/P On Date / Subobj	Ver / Dtl	App	App	PCA/IDX	Grant	Ph	Proj	Ph	Amount
Allred Kory	7/3/2006	7/5/2006	☑	☑	☑	21223					$8.19
CLEARWEATER HYDRAULICS LEWISTON ID	6/29/2006	5749									
Allred Kory	7/3/2006	7/5/2006	☑	☑	☑	45208	2563NS	00			$12.06
CLEARWEATER HYDRAULICS LEWISTON ID	6/29/2006	5749									
Brashier Edward	7/3/2006	7/5/2006	☑	☐	☐	23378	999999	99			($30.98)
OFFICEMAX CT*IN#044578 800-264-7370 IL	6/29/2006	5410									
Brown Craig	7/3/2006	7/5/2006	☑	☑	☐	21111					$7.95
THE TAMRAK INC PRIEST LAKE ID	7/1/2006	5705									
Brown Craig	7/3/2006	7/5/2006	☑	☑	☐	21111					$224.66
TAMRAK TRUE VALUE INC PRIEST LAKE ID	7/1/2006	5710									

ALL TRANSACTIONS REPORT

This report is based on the full history of transactions beginning from the time your agency began using the P-Card application. To generate an All Transactions Report, select a user name, date range, criteria to sort the report by, and then select a file format. The sort criteria are:

- Name
- TM#
- Posting Date

- Tran Date
- Amount
- 1099

Figure 5 - All Transactions

1099 ERROR REPORT

This report is a list of all transactions indicated by subobject code as 1099 MISC reportable to the IRS. 1099 MISC reportable transactions must have the correct STARS Vendor /Sfx entered in the P-Card application.

To generate a 1099 Error Report, select a user name, criteria to sort the report by, and then select a file format. The sort criteria are:

- Name
- Merchant

- TM#
- Amount

Figure 6 - 1099 Error Report

P-Card 1099 Error Transactions Agency: 450 Building Safety

Sort By: User Name

User Name	TM#	Vendor Name	Vendor No	STARS Ven	STARS Sfx	SubObj	Amount
BREWTON	0	TECHSTREET 800-699-9277 MI	231569117			5070	$120.00
GEIGER DONALD	0	JIFFY LUBE HAYDEN ID				5230	($42.95)
HUBBLE KEVIN	0	LONG VALLEY FARM SERVI DONNELLY ID	820474929			5887	$9.42
HULL DONALD	0	SQUEAKY'S CAR WSAH COEUR D ALENE ID	203030790			5230	$7.25
Keys Stephen	0	ENTERPRISE RENT-A-CAR SALT LAKE CIT UT				5368	$13.73
MASON JOHN	0	SQUEAKY'S CAR WSAH COEUR D ALENE ID	203030790			5230	$8.50
MORFITT	0	POSTAL ANNEX #236 COEUR D'ALENE ID	522627322			5150	$44.00
POULIN MICHAEL	0	ADELPHIA 888-683-1000 ID	061533731			5889	$63.10
ROGERS LESLIE	0	TECHREPUBLIC PRESS LOUISVILLE KY	133696170			5199	$265.80
					Total:		$488.85

TRANSACTIONS NOT VERIFIED

Report is used for approvers to see what transactions need attention by the cardholder prior to month end. Approvers may also use this report throughout the month to see what transactions have been made against their agency's budgets.

To generate a Transactions Not Verified report, select a date range, criteria to sort the report by, and then select a file format. The sort criteria are:

- Name
- Tran Date

- Post Date
- Card #

- Merchant
- Tran Amt

Figure 7 - Transactions Not Verified

TRANSMITTALS NOT APPROVED

Similar to the Transactions Not Verified report, you may run this report to see what transmittals need attention and how much P-Card activity there is and how it will affect your agency's budgets.

To generate a Transmittals Not Approved report, select a date range, criteria to sort the report by, and then select a file format. The sort criteria are:

- Name
- Tran Date

- Post Date
- Card #

- Merchant
- TM#

- Amount

Figure 8 - Transmittals Not Approved

USER REPORT

This report lists all P-Card users and their PCA/Index, Approval/Verifier level, card number, etc. This is helpful for administrators to manage and maintain their agency's P-Card users and which cards are assigned to them.

To generate a User Report, simply select a PDF, TX, or CSV file format.

Figure 9 - User Report

State of Idaho   P-Card Application
Office of the State Controller
Division of Statewide Accounting

PCARD DOWNLOAD

This report shows every transaction in the P-Card application for the date range specified. Agencies would use this for a variety of processes. It is designed so that agencies can get all of their transactions in one report.

To generate a P-Card Download report, select a date range, and then click **TXT**. The text file can be imported into MS Excel, as in the example below:

Figure 10 - P-Card Download report example in MS Excel

|	A	B	C	D	E	F	G	H	I	J	K	L	M
1	NAME	CC NUM	TRAN DATE	POST DATE	ACQ REF	MCC	MERCHANT	MERCH TAX CODE	MERCH TAX	AMOUNT	TAX	DESCRIPTION	PCA/IDX
2	Abel Jeff	962218	8/2/2006 0:00	8/4/2006 0:00	8.54508E+22	7623	RSD #18 BOISE ID	951262130		-12.87	0		3208
3	Abel Jeff	962218	8/2/2006 0:00	8/3/2006 0:00	5.54173E+22	5085	WW GRAINGER 084 877-6994890 ID	361150280		53.96	0		3208
4	Abel Jeff	962218	8/2/2006 0:00	8/3/2006 0:00	5.54173E+22	5085	WW GRAINGER 084 877-6994890 ID	361150280		105.74	0		3208
5	Abel Jeff	962218	8/2/2006 0:00	8/4/2006 0:00	8.54508E+22	7623	RSD #18 BOISE ID	951262130		12.26	0		3208
6	BLUME DIANE	509185	8/2/2006 0:00	8/3/2006 0:00	5.41602E+21	5411	WAL-MART #2861 SE2 GARDEN CITY ID	710415188		2.1	0.1		1100
7	BLUME DIANE	509185	8/2/2006 0:00	8/3/2006 0:00	5.54838E+22	5411	WM SUPERCENTER SE2 GARDEN CITY ID	710415188		7.1	0.3		1100
8	Bogstie Duane	13608	7/31/2006 0:00	8/2/2006 0:00	7.53064E+22	5039	KC SUPPLY BOISE ID	820327859		20	0		4432
9	Bogstie Duane	13608	7/31/2006 0:00	8/1/2006 0:00	5.5233E+22	5085	INDUSTRIAL STORAGE SYS BOISE ID	820421511		211.54	0		4432
10	Bogstie Duane	13608	7/31/2006 0:00	8/2/2006 0:00	5.44401E+21	5411	FRED-MEYER #0662 SFJ BOISE ID	930798201		8.27	0		4432
11	Bogstie Duane	13608	7/31/2006 0:00	8/2/2006 0:00	5.55419E+22	5200	THE HOME DEPOT 1801 BOISE ID	581853319		31.56	0		4432
12	BOLTON WILLIAM	147867	8/3/2006 0:00	8/4/2006 0:00	5.54295E+22	5211	PLATT ELECTRIC 031 TWIN FALLS ID	930418413		33.84	0		2301
13	DRUMMOND SUSAN	806813	8/1/2006 0:00	8/3/2006 0:00	8.54508E+22	5411	ALBERTSONS #101 S9H BOISE ID	940760700		11.97	0		3112
14	DUNCAN CHERYL	72827	7/31/2006 0:00	8/1/2006 0:00	5.54173E+22	3058	DELTA 00623230126341 ATLANTA GA			1062.69	0		1211
15	DUNCAN CHERYL	72827	8/1/2006 0:00	8/2/2006 0:00	5.5457E+22	7399	APCO INTERNATIONAL DAYTONA BEACH FL	630461885		83	0		1211

IMPORTING THE PCARD DOWNLOAD TEXT FILE

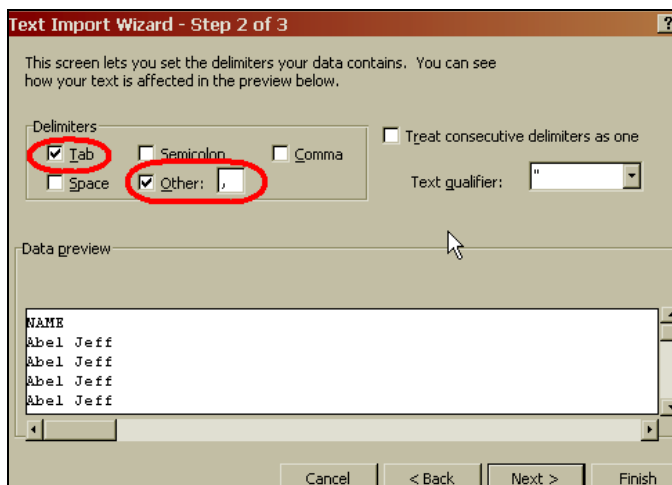Once you have saved the PCard Download text file, you can import it into MS Excel.

1. From the MS Excel toolbar click **Data** > **Import External Data** > **Import Data**.
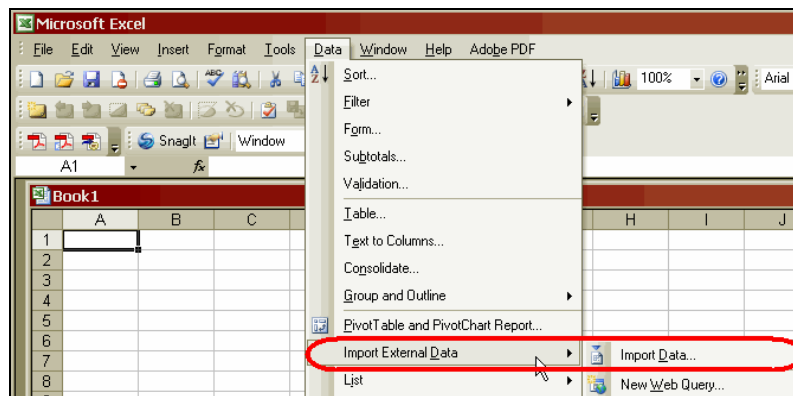
2. Locate and open the text file.
3. Select **Delimited** in the Text Import Wizard and click **Next**.
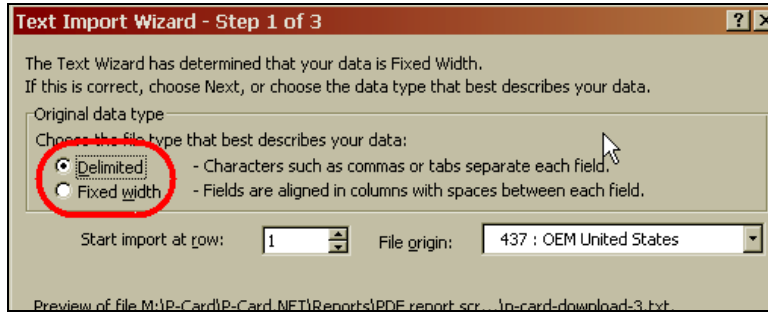
4. Leave **Tab** selected as a delimiter and enter a comma in the **Other**: section. Click **Next**.

5. Click **Finish**.
6. You are prompted to save the data in an existing or a new worksheet (or just accept the default location). Select a location and click **Finish**. The text file should open in an Excel worksheet as in the example in Figure 10.

CARDHOLDER (CH) STATEMENT REPORT

The cardholder statement gives you all of the transaction information from the point of sale, e.g., reference number, description of the vendor, and MCC coding. This information is useful when reconciling your transactions to the bank statements. You can run the report as a cardholder or as the cardholder's proxy. The P-Card administrator can run statements for all cardholders in the agency.

To generate a CH Statement report, select a user, a date range, and then select a file format.

Figure 11 - CH Statement

P-Card CH Statement Report — Agency: 200 — Department of Administration
From: 08/01/2006 To: 08/31/2006

Name: Duane Bogstie
CC#: 013608

Posting Date	Tran Date	Ref Num	Description	MCC	Trans Amt	Sales Tax
8/1/2006	7/31/2006	552330062121321	INDUSTRIAL STORAGE SYS BOISE ID	5085	$211.54	$0.00
8/2/2006	7/31/2006	054440062135333	FRED-MEYER #0662 SFJ BOISE ID	5411	$8.27	$0.00
8/2/2006	7/31/2006	555418662130101	THE HOME DEPOT 1801 BOISE ID	5200	$31.56	$0.00
8/2/2006	7/31/2006	753063762134085	KC SUPPLY BOISE ID	5039	$20.00	$0.00
		Transaction Count: 4		Total:	$271.37	$0.00